

## MEETING MINUTES

### PANAMA CITY – BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT

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#### **Opening:**

The Board Meeting of the Panama City-Bay County Airport and Industrial District was called to order at 9:00 a.m., January 26, 2022 by Chair Glen McDonald.

The Invocation was given by Mr. Will Cramer.

The Pledge of Allegiance was led by Chair McDonald.

Manager of Finance and Administration, Mark Adams, called the roll and Board Members present were Mayor Mark Sheldon, Mr. Will Cramer, Mr. Les McFatter, and Chair Glen McDonald. Vice Chair Holly Melzer was present via Zoom.

Board Members not present were Mr. Jason Cutshaw and Mr. James Johnson.

**Mr. Cramer made a motion to allow Vice Chair Melzer to attend the meeting via Zoom, and Mayor Sheldon seconded the motion. The vote was taken and the motion passed unanimously.**

**The Agenda was presented to the Board. Mayor Sheldon made a motion to accept the Agenda. Mr. Cramer seconded the motion. The vote was taken and the motion passed unanimously.**

#### **Reports:**

Mr. Parker McClellan presented the Activity Reports.

Mrs. Darlene Gordon presented the Financial Reports.

#### **Consent Agenda:**

**a. Board Meeting Minutes – December 15, 2021**

This Item provided for Board approval of the December 15, 2021 Board Meeting Minutes.

**b. Ratify Repair of Terminal Exterior Walls – Florida Crane & Sons**

This item provided for Board ratification of the purchase of repair services from Florida Crane & Sons for repair of the terminal exterior wall panels damaged by the airlines moving under the Breezeway under the Concourse. The Airport will be reimbursed by the insurance companies of the airlines involved.

**Mr. Cramer made a motion to accept the Consent Agenda, and Mayor Sheldon seconded the motion. The vote was taken and the motion passed unanimously.**

There were no requests for public comments.

Mr. Franklin Harrison introduced new Counsel, Mr. Cole Davis.

### **Business Items:**

#### **a. 2021 In The Rearview**

Annual Presentation was given to the Board by Mr. McClellan, Executive Director. This presentation highlighted the accomplishments of ECP and the Staff over the past year, including:

- Video highlighting 2021 activities
- The execution of the three-year Signatory Airline Agreement.
- Airline Rates and Charges that are in line or below industry average.
- The State Infrastructure Bank (SIB) Loan Rate Reduction- \$7m in savings over term.
- Airline Activity- Passenger Increase (25% increase from prior to Covid-19)
  - Passenger Activity – Summer Weekends- 11,000 – 13,000 passengers utilizing Airport
  - Panhandle Market Share- Maintained
- Master Plan Update Completed and submitted to FAA and FDOT for Review
- Ongoing Projects, including FEMA Projects, 9,600 Acres of mitigation, economic development projects, passenger and parking capacity enhancement plans and other projects of interest.

**This Item was for informational purposes only, and required no formal action by the Board.**

#### **b. Review and Adopt FY 2021 Financial Audit Report**

Report was given by Mr. Easton Ramer, from Tipton, Marler, Garner & Chastain. Mr. Ramer informed the Board that the financial statements received an unqualified opinion, and that there were no compliance issues. He said their Audit disclosed no findings that needed to be reported, no violations of provisions of contracts or grant agreements, fraud, illegal acts or abuse regarding the Airport's accounting practices – there were no discrepancies or deficiencies, and that ECP prepared their financial statements in accordance with Generally Accepted Accounting Principles (GAAP).

Mr. Ramer indicated that the general-purpose financial statements represented the true financial position of the District and that operations and cash flows were in accordance with generally accepted accounting principles. He added that the Report expressed an unmodified opinion on all major federal programs and Passenger Facility Charge Programs.

Mr. Ramer also commented on the thoroughness of the Airport efforts to ensure compliance with Airport

Policies and GAAP.

**Mr. Cramer made a motion to accept the FY 2021 Financial Audit Report, and Mayor Sheldon seconded the motion. The vote was taken and the motion passed unanimously.**

**c. FY Rates and Charges Settlement for Signatory Air Carriers**

In conjunction with the FY 2021 Financial Audit, the finalized Rates and Charges for the signatory air carriers and determined the revenue sharing amount for FY 2021.

Listed below are the overall results for FY 2021:

<u>Description</u>	<u>FY 2021 Budget</u>	<u>FY 2021 Settlement</u>
Landing Fees per 1,000 lbs.	\$ 4.50	\$ 1.89
Terminal Rental per square foot	\$ 61.06	\$ 54.40
Signatory Cost per Enplanement	\$ 12.26	\$ 2.60
American Airlines		\$1,034,957
Delta Air Lines		\$1,392,345
Southwest Airlines		\$2,368,369
United Airlines		\$ 443,375
<b>Total Settlement</b>		<b>\$5,239,046</b>

This item is for information only.

**d. Approval of ZHA Task #59- FEMA PW 978 Appeal- Benefit Cost Analysis Consulting Services**

In April of 2014, we had a significant rain event, during which we received 16 inches of rain in approximately 10 hours. We're in process with our third appeal of FEMA's decision regarding the event. FEMA has requested that a Benefit Cost Analysis be conducted as part of the appeal. ZHA in partnership with their subconsultant will perform the BCAs to be submitted as part of the appeal process.

There were no public comments

**Motion was made to accept by Mayor Sheldon, and Mr. McFatter seconded the motion. The vote was taken and the motion passed unanimously.**

**Construction Updates:**

The Construction Updates were covered during the 2021 In the Rearview presentation.

**Bay EDA Update:**

Ms. Becca Hardin reports that the new FedEx Ground Distribution Center that was announced at the beginning of the year will support over 200 new jobs in the community. Project Lightning Strike, Central Maloney, Inc., which will be coming to Venture Crossings, will create 200 new jobs and will be manufacturing transformers for the power companies.

The Bay EDA is intensifying their marketing efforts to increase construction on the Airport Campus. Representatives will be attending the Singapore Airshow. They have at least eight other aviation related shows and conferences throughout the year.

**The Moore Agency Report:**

Ms. Katie Spillman introduced Ms. Shelby Proctor, new Moore Agency team member whose focus will be on social media. The engagement seen for the 30A Songwriters Festival was very good. During the Holiday Campaign, we had over 230,000 completed views on our videos. The best performing holiday ad was the one that ended with the phrase "Plan Your Vacation", which we will use again. Two weeks ago, an article with Mr. McClellan was featured in the Viewpoints section of The News Herald, in both the print and online versions and was picked up by Yahoo News, receiving 54 million impressions. We will have ECP ads airing throughout Super Bowl Sunday, and in pre and post-game.

**Executive Director Report:**

Mr. McClellan introduced Ms. Deanna Stoddard, the new Airport Planner/Project Manager. Ms. Stoddard is joining us from Minot, ND.

**Public Comments:**

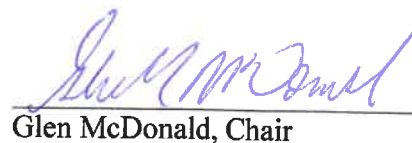
There were no public comments.

**Adjournment:**

The meeting was adjourned at approximately 10:03 a.m. The next meeting will be on February 23, 2022 at 9:00 a.m.



Sarah Thomas, Administrative Clerk



Glen McDonald, Chair